

**Frederick County Division of Utilities and Solid Waste Management
And
Procurement and Contracting Department
Frederick, Maryland 21701**

INVITATION TO BID

The Frederick County Procurement and Contracting Department, Winchester Hall, 12 East Church Street, Frederick, Maryland 21701, will receive sealed proposals for:

**Ballenger McKinney WWTP HVAC Improvements
Bid No. 13-CP-03**

DESCRIPTION OF WORK: The subject project work is located at Ballenger McKinney WWTP, Marcies Choice Lane (end of), Frederick, MD 21704. The scope of work includes HVAC improvements and installation of a new chiller unit and removal and replacement of hydronic pumps, hot water heater, compressor units, and coil units along with associated valves, piping, electrical work and appurtenances, as shown and required by *the Contract Documents*.

PRE-BID CONFERENCE: A mandatory Pre-Bid Conference will be conducted on **August 22, 2012 at 10:00 AM, local time** in the Procurement and Contracting Conference Room, Winchester Hall, 12 East Church Street, Frederick, Maryland 21701. **Attendance is mandatory at the conference. Contractors that do not attend the conference shall not be eligible for award of a contract. Site visits may be schedule by contacting Robert Money at 301-600-3417.**

RECEIPT OF BIDS: The Frederick County Purchasing Department, First Floor, Winchester Hall, 12 East Church Street, Frederick, Maryland 21701, will accept sealed proposals for the subject project in the Purchasing Department, First Floor, Winchester Hall, 12 East Church Street, Frederick, Maryland 21701, **until 2:00 p.m., local time, on September 11, 2012** at which time and place they will be opened publicly and read.

Bids must be made in accordance with the requirements in the bid documents.

There is no charge for the bid documents. Bid documents may be obtained as follows:

- If you are already a registered vendor on the Frederick County Purchasing website:
 - go to our Purchasing Construction Page at:
<http://www.frederickcountymd.gov/index.aspx?NID=1116>
and download a copy of **Bid No.13-CP-03**.
- If you are not yet a registered vendor on the Frederick County website:
 - Go to the vendor registration page at:
<https://ww4.frederickcountymd.gov/VendorSignIn/>
and follow instructions to register.

- When you have completed registration go to the Purchasing construction page identified above to download a copy of **Bid No.13-CP-03**.

NOTICE:

CONTRACTORS, SUBCONTRACTORS and SUPPLIERS THAT DO NOT REGISTER WILL NOT RECEIVE NOTIFICATION OF ADDENDA; THEREFORE, THE COUNTY ASSUMES NO RESPONSIBILITY FOR THE FAILURE OF NON-REGISTERED ENTITIES TO RECEIVE ADDENDA.

No bids will be considered unless accompanied by a certified check, cashier's check or a treasurer's check drawn upon a bank or bid bond payable to the Board of County Commissioners of Frederick County, Maryland, in the amount as set forth in the invitation to bid.

In addition, the successful bidder shall furnish a payment bond and a performance bond in the full amount of the contract award. The successful bidder shall give bond, and comply with the Acts of the General Assembly of Maryland respecting Contracts.

The Board of County Commissioners of Frederick County, MD reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding.

Frederick County government does not discriminate on the basis of race, color, national origin, sex, religion, age, and disability in employment of the provision of services.

Subsequent to the pre-bid conference, all questions concerning this invitation to bid shall be submitted in writing to Tim A. Kepp, P.E. Project Manager, 12 East Church Street, Frederick, Maryland 21701. Questions may be submitted via email Attention:

Tim Kepp

at : tkepp@FrederickCountyMD.gov

Individuals requiring special accommodations are requested to contact the Office of Project Management at (301) 600-1573, for Voice/TTY use Maryland Relay Service at 711, to make arrangements no later than ten working days prior to the pre-bid conference.

By order of the Board of County Commissioners of Frederick County, MD and
Director of Procurement and Contracting.